



PLANNING AND ZONING DEPARTMENT
JEFFERSON COUNTY/CITY OF MONTICELLO
445 W. PALMER MILL RD, MONTICELLO, FLORIDA 32345

Phone (850) 342-0223 - Fax: (850) 342-0225

STAFF REVIEW MINOR DEVELOPMENTS
SUBDIVISION APPLICATION (Check one):

☐ LOT SPLIT ☐ FAMILY MEMBER SD ☐ MINOR REPLAT

☐ MINOR SUBDIVISION ☐ MINOR SUBDIVISION - 5 LOTS OR LESS

Any subdivision resulting in 3 lots or more shall be required to obtain a stormwater permit or waiver from the appropriate Water Management District.

Owner's Name: _____

Phone Number: _____ Fax Number: _____ Proof of Ownership: (attach a copy of deed)

Mailing Address: _____

Parcel Identification Number(s): _____

Land Use Designation: _____ Proposed Number of Lots to be Created: _____

Streets (public or private) abutting the original and proposed lot(s): _____

1. A [8½"x 11"] or [8½"x 14"] signed/sealed/dated survey of the property prior to re-plat including any easements, existing structures, wetlands, FEMA flood-zones, construction control lines, etc., to be retained in the Planning Department files.
2. A [8½"x 11"] or [8½"x 14"] signed/sealed/dated scaled drawings showing the intended division, including any easements, existing structures, wetlands, FEMA flood-zones, construction control lines, etc., of the newly-created lots to be recorded in the Public Records of Jefferson County, Florida along with this page by the Clerk of Court. **A certified copy of the recorded instrument must be returned to the Planning Department.**
3. **New deeds shall be recorded for all parcels created by this subdivision approval. All new deeds shall include an "Exhibit A" consisting of a [8½"x 11"] or [8½"x 14"] signed/sealed/dated and scaled drawing of the boundary survey, including legal description and depicting any easements, existing structures, wetlands, FEMA flood-zones, construction control lines (setbacks), etc., of each lot prepared by a Florida Registered Land Surveyor to be recorded in the Public Records of Jefferson County, Florida, by the Clerk of Court. The following language shall be placed in each deed and on each boundary survey map in each deed: "The property described herein complies with Jefferson County Planning Department approval as recorded in (INSERT the INSTRUMENT NUMBER of this Approved Application here) of the Public Records of Jefferson County, Florida."**
4. **Certified copies of the new deeds as recorded must be returned to the Planning Department.**

Acknowledgment:

The undersigned fully understand that after this has been approved, no further division is permitted unless a development plan is prepared and submitted in accordance with the Jefferson County Land Development Code (LDC).

It is further understood that it is unlawful for any property owner to transfer, sell, or agree to sell such land by reference to, exhibition of, or by other use of a plat or subdivision of such land without having submitted a plan and plat of such subdivision for approval as required by the Jefferson County LDC with a recorded subdivision plat as required. If such unlawful use were made of a plat before it is properly approved and recorded, the owner or agent of the owner of such land shall be deemed guilty of a misdemeanor and shall be punishable as provided by law.

Owner _____ Date _____ Owner _____ Date _____

Owner _____ Date _____ Owner _____ Date _____

Notary Public _____ Date _____

My Commission Expires: _____ (Seal) _____

APPROVAL

I have reviewed this application and determined that the proposed minor development subdivision meets the conditions of the Jefferson County LDC and otherwise complies with all applicable laws and ordinances.

Planning & Zoning Official _____ Date _____

Conditions of Approval: _____